

PARKS MAINTENANCE FOREMAN

POSITION SUMMARY: This is a professional position that is primarily responsible for efficient and orderly operations within the parks and recreational facilities maintenance office of the community services department. Responsible for assigning, directing, completing, and monitoring projects and ensuring parks and recreational facility related work is completed according to laws, ordinances, policies, and procedures. Responsible for technical and professional work in areas such as parks maintenance, recreational facility maintenance, and facilities rentals. Responsible for planning, organizing, and supervising parks and recreational facilities maintenance staff, contract oversight, and management. Work involves the use of reasoned judgment and specialized knowledge and skills in areas such as recreational facility maintenance, horticulture, small engine repair and maintenance and irrigation.

SUPERVISION RECEIVED: Work is performed under the direction of the director of community services or designee.

SUPERVISION EXERCISED: Supervision is exercised over subordinate personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with the director of community services, recreation supervisor in service and support of boards and commissions, staff, and others to establish priorities, develop plans and goals, coordinate activities and implement projects. May serve as lead person on projects and committees.
2. Coordinate and schedule work assignments, set priorities, and direct the work of subordinate employees; evaluate and verify employee performance through the review and audit of completed work assignments and work techniques; provide timely coaching and performance evaluations for subordinate employees. Review daily work records to determine completeness and accuracy.
3. Identify employee development and training needs and ensure that training is obtained in a timely manner; ensure department staff maintains required certifications and licenses including working collaboratively with human resources and employees.
4. Ensure proper labor relations and conditions of employment are maintained; including federal and state safety regulations.
5. Conduct research and recommend innovations related to the economic, fiscal, and physical structure of the city park system and recreational facilities. Assist in preparing comprehensive plans for land use, recreation open space, public utilities, and similar areas for current and future development. Assist in executing community development, redevelopment, and related projects as assigned.
6. Assist in planning, implementing, coordinating, and administering the Adopt-a-Park program, City-sponsored special events and recreational programs, festivals, National Night Out block parties, and similar programs from concept through completion, including evaluation.
7. Investigate, research, and resolve inquiries and complaints made by citizens, property

- owners, businesses, or personnel; follow up on corrective action.
8. Provide education and enforce park, recreation, and facility rules and regulations.
 9. Work cooperatively with the director of community services and other designees to prepare reports, displays, resolutions and ordinances; present information to the City Council, neighborhood associations, boards, commissions, and other committees as requested.
 10. Assist with preparing, managing, and evaluating annual budgets; practice sound fiscal control in assigned areas of responsibility by performing cost control activities and monitoring revenue and expenditures to ensure effective and efficient use of budgeted funds, personnel, materials, recreational facilities, and time.
 11. Identify and develop process improvement opportunities and collaborate with the director of community services, staff and external users and boards and commissions to recommend and implement improvements.
 12. Confer with the director of community services, staff, and other officials, in exchanging information; on research, recommend, implement, and collaborate with other departments, vendors, and municipalities to acquire and train staff on new software programs and upgrades to existing programs and technologies. Complete and present cost/benefit analysis as appropriate.
 13. Compile, organize, and analyze work order data on current conditions, trends, and recreational facility use agreements and reservations to inform, recommend, and implement staffing strategies and solutions.
 14. Assess operations, staffing levels, recreational facilities, and equipment and make recommendations for improvement. Compile and analyze data, identify trends or patterns to determine, recommend, and implement systems, equipment, staffing, and program changes as appropriate.
 15. Utilize GPS and GIS systems, computers and associated databases and maintenance software to research, complete and document various tasks. Perform cost/benefit analysis for programs, projects and rentals and recommend changes to the director of community services as appropriate.
 16. Cultivate and expand alternative funding sources such as grants, partnership agreements, and sponsorships.
 17. Inspect parks and recreational facilities maintenance work to ensure conformance with plans, specifications, and maintenance standards and to ensure proper procedures and equipment are being used. Ensure compliance with City specifications and codes in accordance with established practices and standards.
 18. Assist in disaster preparedness planning and response. Prepare information for records and reports including FEMA damage assessment sheets, accident and incident reports, liability claims, logs, documentation of activities, and supply inventory as deemed necessary using hard copy and computerized systems.
 19. Prepare and update asset management programs. Work cooperatively with the director of

community services in the development and implementation of and capital improvement programs and plans. Maintain inventory; order and purchase supplies and equipment according to established procedures and within budgetary guidelines.

20. Maintain the official records of permits and certificates issued/received, reports of inspections, and notices and orders issued, whose retainage in the official records shall be maintained as required.
21. Develop bid specifications and contracts and make recommendations for award of contracts as necessary according to City purchasing policies. Responsible for contract oversight and monitors vendor performance to ensure compliance with city contracts as assigned.
22. Actively stays informed of new regulatory developments, current issues, and strategies through continued education and professional growth. Attend training conferences and participate in other opportunities to stay current in the field. Regularly recommend process and program improvement.
23. Review, accept, and within the scope of authority, approve reports of inspection by authorized agencies and individuals.
24. Engage expert opinions as deemed necessary to report upon unusual technical issues that may arise.
25. Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in parks and recreational management, property and facilities management, construction management, public administration, or a related field and three years of progressively responsible work experience; or an associate's degree, coupled with 5 years of progressively responsible work experience. Supervisory experience is preferred. An entrant into this classification who has not met the degree requirement must demonstrate acceptable progress toward attaining the degree in order to advance in the pay range. The degree requirement must be attained in order to advance to the top step of the pay range.
- B. Possess valid Michigan motor vehicle operator's license.
- C. May be required to hold certain certifications such as Certified Parks and Recreation Professional, Emergency Management, First Aid, and/or CPR.
- D. Reasonable knowledge of state and federal safety and health regulations including environmental, MIOSHA and CDL regulations.
- E. Demonstrate knowledge of park rules and regulations. Demonstrate knowledge of laws, ordinances, and codes related to building construction, public facility use, landscape maintenance, and other applicable regulations.
- F. Knowledge of training and supervisory techniques and employee policies and procedures.

Demonstrates skill in planning, organizing, scheduling, directing and coordinating work activities and resources.

- G. Skill in maintaining comprehensive record keeping system, compiling statistics, generating reports, and developing programming recommendations.
- H. Knowledge of modern principles, methods, materials, techniques and equipment used in the design, construction, maintenance, and inspection methods of park grounds and facilities maintenance; installation, maintenance and repair of related facilities and equipment. Ability to read and interpret blueprints.
- I. Demonstrate knowledge of the methods, materials and equipment used caring for trees and shrubbery and protecting against insects and disease.
- J. Proven ability to identify and detect public safety hazards in facilities and natural environments, exercise judgement to secure areas and remediate concerns in immediate or acceptable manner.
- K. Knowledge of the professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, and project management.
- L. Ability to develop, implement, and evaluate all phases of contract management, including but not limited to discern contract options, identify scope, negotiate terms, project oversight, and evaluation.
- M. Ability to work as a team member, follow established procedures, and carry out duties with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- N. Knowledge of the principles, rules, techniques, materials, and equipment required for a variety of special events and activities.
- O. Knowledge of joint use agreements with outside user groups, independent contractor agreements, memorandums of understanding, or similar.
- P. Knowledge of facility risk management and industry related safety issues and precautions relating to the provision of recreation programs, including safe work practices, volunteer and employee background screening, and emergency weather preparedness plans.
- Q. Demonstrate ability to establish effective and cooperative working relationships and uses tact, good judgment, resourcefulness, and confidentiality when working with city personnel, volunteers, other organizations, contractors, vendors and the public.
- R. Demonstrate ability to think strategically, learn about diverse operations and processes, communicate effectively and maintain favorable public relations.
- S. Possess excellent organizational skills and ability to problem solve. Able to effectively delegate, organize, problem solve, and coordinate associated resources including scheduling work activities and project management.
- T. Able to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters and responses to requests for information. Ability to communicate and present information effectively, both in verbal and written manner to varied audiences.

- U. Proficiency in the use of information technology and software, including Microsoft Office programs (i.e. Outlook, Word, Excel, and PowerPoint); ability to quickly learn new technology and software as necessary.
- V. Knowledge of security systems, HVAC control systems, capital management, work order software, and GPS and GIS software.
- W. Able to work effectively within deadlines, under stress and with changing work priorities. Able to work any shifts and schedules as necessary to provide proper coverage for after hour emergencies and events.
- X. Stay informed of current issues, changing regulations, policies, practices, and new developments in the field through continued education and professional growth. Attend training conferences and participate in other opportunities as necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee works in the field, including recreational and maintenance facilities, and business office settings. The employee is occasionally exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must be able to lift and move items of moderate weight. Bending, twisting, and stooping are also requirements of the position. The employee may be exposed to uncontrollable environments, graphic scenes, and bio-hazardous or hazardous materials.

The employee frequently works near mechanical equipment and in excavations, confined spaces, and roadways. Work may involve working at various heights. The employee may enter residential, commercial, or industrial properties.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.

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